

SOLID WASTE SYSTEM COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Solid Waste System Coordinator position exists is to perform senior level staff and administrative assignments in support of the Solid Waste Management Division in the Municipal Services Department, which may involve independent study and analysis of policies and practices, or special problems, performing special projects and coordinating and monitoring the budget. This classification does supervise. This position reports directly to the Solid Waste Management Director.

ESSENTIAL FUNCTIONS

(duties may include, but are not limited to)

Prepare and administer operating budgets; compile statistical data and prepare reports; write bid specifications for equipment, landfill usage, recycling distribution, etc.

Meet and communicate, orally and in writing, with citizens, homeowner associations, and businesses to discuss city solid waste services; investigate and resolve citizen and customer complaints.

Assists the Solid Waste Management Director in the implementation of new programs, work methods, policies, procedures and division goals and objectives; provide feedback to Service Coordinators on employee issues and division policies. Assume director duties in absence.

Measure costs associated with existing and proposed equipment, functions, collection methods, and procedures to assure cost effectiveness.

Evaluates and makes recommendations concerning technology and automation needs for the division.

Communicates, orally and in writing, with peers from other municipal jurisdictions regarding solid waste standards, procedures and technology. Reviews written materials and attends meetings and conferences in order to keep informed of current solid waste issues and practices.

Educates citizen groups of matters relating to solid waste collection and disposal activities and practices.

Provides management data for the assessment of division activities and productivity.

Represents Scottsdale through membership and participation in professional organizations.

Generate financial reports based on cost of providing service; work with state and county health and solid waste agencies to ensure health requirements and solid waste rules and regulations are met; implements safety policies and procedures and establishes training programs.

Write, revise and manage contracts for landfill usage, recycling, equipment, etc. used by division; respond to grant proposals, recognition awards, etc.; prepare brochures, newsletters, and other material communicating solid waste services and environmentally sensitive issues; conducts oral presentations regarding solid waste and recycling to schools, businesses and associations.

Attendance and punctuality are essential functions of this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Refuse and recycling collection, equipment, methods, practices, and procedures.

Management principles and practices including personnel management and budgeting.

Applicable safety regulations.

Federal, state and county policies, procedures and laws.

Solid waste methods, procedures and equipment; and some knowledge of heavy equipment operation.

Ability to:

Operate a variety of standard office equipment, including a personal computer, and enter data using a variety of computer software that require continuous and repetitive arm or hand and eye movement for extended periods of time.

Operate telephone and radio communications equipment properly.

Develop innovative solutions to problems and resolve those problems tactfully.

Comprehend and make inferences from written material and/or verbal and written instructions.

Establish and maintain effective working relationships with co-workers, supervisors, other departments and the general public.

Communicate effectively, both orally and in writing, with co-workers, supervisors and the general public.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of training, education, and experience equivalent to at least five years management or administrative experience in Solid Waste or a closely related field. Three years experience in affiliated areas of recycling, refuse, and household hazardous waste is necessary.

Requires possession of a valid Arizona Driver's License with no major driving citations in the last 39 months.

Special Requirement

Individuals in this classification must possess a valid Arizona Commercial Driver's License (CDL) at the time of hire or promotion date. As a condition of continued employment, an individual of this classification must maintain a valid Arizona Commercial Driver's License (CDL) with appropriate endorsements and is subject to random, unannounced drug and alcohol testing to comply with the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations 49 Code of Federal Regulations (CFR) Part 382.

FLSA Status: Exempt

HR Ordinance Status: Unclassified